

1.0 Introduction

Graduate Course Lists are used to verify students are in compliance with Title 5 and HSU policies for earning a master's degree. Proper identification of course codes and calculation of program unit totals allows students and committees to develop a course list that complies with program policies, reducing the need for Request for Program Variations to address course list issues. The following guide is intended to be a tool that can be used to assist students in accurately completing their Application for Advancement to Candidacy and Graduation.

2.0 Course Codes Defined

- **R** – Residency Requirement - courses taken at HSU through matriculation in a master's program. This does **not** include courses taken at HSU as an undergraduate, through extension or as part of a credential program.
- **G** – Graduate Level Courses, 500-699 only
- **C** – Thesis and Project Units
- **I** – Independent Study, Directed Study, Field Problems, Research, Internship (includes supervision) or Practicum Units
- **U** – Upper Division Courses; 300-499 only
- **T, E, P** – (T) Transfer—including HSU courses taken as an undergraduate, (E) Extension, (P) Postbaccalaureate—Credential (700-799), Second BA/BS; Postbaccalaureate courses at HSU are those earned outside of the master's program, so while they may include 500-699 level courses from HSU (which would also be included in the **G** totals), these would be not be considered units in residence.

Course codes can cause some confusion with students as some requirements overlap. For example, PSYC 690 taken as part of the MA program would be given codes of **R, G** and **C**, and BIOL 544 taken the last semester of the senior year for an MS Biology student would be given codes of **G** and **T**.

3.0 Program Unit Totals

- **R** – Need a minimum of 21; units for upper division, graduate or postbaccalaureate level courses (see T,E,P below for restrictions) taken as a matriculated master's student that appear on the approved course list will be included in this total.
- **G** – At least half of the units included on the graduate course list must be at the graduate level
- **C + I** – maximum of 9 units combined, 6 units max of '**C**' (Thesis/Project); any excess '**I**' units from this category included on the course list will be excluded from program totals and **will not** satisfy Title 5 degree requirements, however, they may be used for program requirements (ex. Psychology and Social Work).
- **U** – No more than half of the units included on the graduate course list can be upper division
- **T, E, P** – No more than 9 units total—this includes 700-799 courses
- **Total Program Units = 30 units**. This includes all approved coursework as outlined above. Any excess **C, T,E,P** or **U** units will require removal from the course list via a Request for Program Variation.

Note: No lower division courses (100-299) may be included on a course list under any circumstance. Submitting a course list with a course that does not comply with Title 5 requirements will require submission of a Request for Program Variation to update the course list with its removal.

4.0 Other Requirements

- Grade minimum is B- (B for Sociology) in all courses included on a course list. No course with an earned grade below the minimum should be included on the course list.
- No more than 1/3 of coursework may be taken CR/NC.
- The 7-year limit is term by term. Ex. a student with coursework starting Fall 2015 has through Fall 2022 to complete his/her master's degree, Spring 2016-Spring 2023, etc.